

Hall of Records
CommissionTEST FOR RECORDS RETENTION
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. C-190PAGE
NO. 1.

1. Requesting Agency

HOWARD COUNTY BOARD OF EDUCATION

2. Division or Bureau of Requesting Agency

Maintenance

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. GENERAL FILE

Size: 8 1/2" x 11"

Dates: 1948 - -

Quantity: 6 file drawers

File Arrangement: By subject and chronological

Audit: Biannual outside audit (partial)

The General File includes the following records composed of forms, memoranda, reports and miscellaneous papers relating to purchases and maintenance:

Agriculture (school project equipment)

Bids

Check lists

Evaluation reports (comparison of materials)

Fire Extinguishers

Industrial Arts

Inventories

Oiling forms

Physical Education

Purchase orders and invoices

School file (equipment by school)

Science projects and Equipment under N.D.E.A.

Recommendation "A" below applies only to records relating to accepted bids, inventories, and purchase orders and invoices.

(continued)

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Colin E. Humphrey
SignatureSupt.
Title2/21/61
DateSchedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.3/7/1961
DateMorris S. Radoff
ArchivistMAR 1 4 1961
DateRichard H. H. H.
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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| A. | RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY. | |
| B. | RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY. | |

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

MAR 14 1961

Andrew H. H. H.
SECRETARY